

Gloucester County Board of
Chosen Freeholders

Freeholder Director
Robert M. Damminger

Deputy Freeholder Director
Giuseppe (Joe) Chila

Lyman Barnes
Daniel Christy
Frank J. DiMarco
Jim Jefferson
Heather Simmons



GLoucester County

2016 Summer Job Descriptions

Recreation Program Specialist

Definition: Responsible for overseeing ball-field operations; scheduling of field usage; monitoring field usage and enforcing rules and regulations; assisting with theatre programs; substituting as an aide or instructor as needed; assisting with Hooked on Hockey event at Atkinson Park.

Qualifications: Knowledge in scheduling heavily used facilities; good communication skills (verbal and written); experience working with children.

Examples of Work: Verifying camp participant waivers and authorized "pick-up" cards; develop, coordinate and print programs for summer theatre's 2500 audience members; develop, print & process tickets for summer theatre performances; record time cards of theatre employees; assist with summer registrations; and monitor phones at Atkinson Park.

Wages: \$12.00 per hour



Hours: June 20th - August 26th

32.5 - 40 hours per week

(weeks of theatre production, hours increase to 40 hours)

Weekends off except for special events or emergencies.

[Background Check will be required](#)

Recreation Leaders/Groundskeepers

Definition/Qualifications: Responsible for monitoring canoe and kayak rentals; ensuring cash receipts reconcile each day and that all monies/receipts are secured; handling money, giving change and receipts. Applicant must be aware of inclement weather to ensure individuals are pulled off the lake in a quick and efficient manner. Will also operate mowers, weed trimmers, blowers, etc. as part of grounds maintenance. Applicants should be at least 18 years of age and enjoy working outdoors. Should have some knowledge of canoeing & kayaking. Must be physically able to lift boats from racks and place in lake for launching.

Examples of Work: Collecting money for canoe and kayak rentals from the public; distribution of life jackets; assists in completion of required rental paperwork; assists public with putting canoes and kayaks in the water; ensure that children 14 and under are accompanied by an adult.

[Background check will be required](#)

Wages: \$9.00 per hour

June 11th - September 5th (28-30 hrs/wk)

[\(Grounds Maintenance\) Wednesday-Friday](#)

7:00am - 2:30pm and will be
assigned to any of the 3 parks

[\(Canoes/Kayaks\) Saturday & Sunday](#)

Scotland Run Park in Clayton
(8:45am - 3:15pm, rotating weekends)



All 2016 Summer Applications Should Be Returned To:

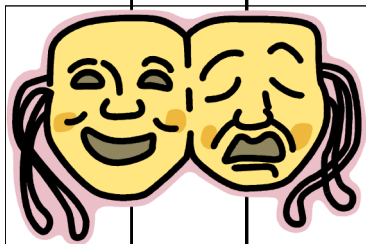
Human Resources
PO Box 337 (2 South Broad Street)
Woodbury, NJ 08096
Office Phone: (856) 853-3264

Theatre Directors/Instructors

Program Locations: G.C.I.T and Logan Elementary School - Teen Theatre (ages 13-17) & Junior Theatre (ages 8-12)

Definition / Examples of Work:

Applicants should possess experience in the performing arts with the ability to teach children the basics of acting. In addition, applicants should also possess the ability to choose the play, conduct auditions for roles, direct, choreograph. Applicant will be teaching children ages 8 to 17 years of age, the basics of theatre to include: movement, characterization and improvisation. In addition, applicants should be able to assemble the musical production in less than 5-6 weeks.



Qualifications:

Certified teachers in the performing arts or the equivalent or a qualified musician with organizational skills, choreography skills, and experience developing children's musical productions. Applicants should be at least 18 years of age.

Wages: \$16.00 per hour

Employment Dates

June 27th - July 30th (Jr. Theatre - Logan Elementary)

July 11th - August 13th (Jr. Theatre - GCIT)

July 11th - August 20th (Teen Theatre - GCIT)

Approximate Hours

Monday - Friday

8:30am - 12:30pm

and (1) 4hr training session

Evenings & Saturday during the final week of each program

Background check will be required

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex in admission to, access to, or operations of its programs, services, activities or in its employment practices. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the EEO office at (856) 384-6903 or through the County's ADA Coordinator at (856) 384-6842 / New Jersey Relay Service 711.

Theatre Aides

Definition / Examples of Work: Under the supervision of the Theatre Directors, the Aides will be responsible for the supervision of participants and during productions assist with props; costuming; decorations and serve as the stage manager.

Qualifications: Should have experience working with children 8 to 17 years of age, possess experience in the production of musical plays and all areas of set preparation; costuming; props and stage management.

Employment Dates

June 27th - July 30th (Jr. Theatre - Logan Elementary)

July 11th - August 13th (Jr. Theatre - GCIT)

July 11th - August 20th (Teen Theatre - GCIT)



Wages: \$8.38 per hour

Approximate Hours

Monday - Friday

8:30am - 12:30pm

and (1) 4hr training session

Rehearsals:

Evenings & Saturday during the final week of each program

Background check will be required

Nature Study Aide

Definition / Examples of Work:

Assists Park Naturalist with nature programs. Should have some knowledge of science / environment and enjoy working with people, especially children, in an outdoor setting. Preferably a college student or older.

Applicant must be available for Nature Detectives Programs - 7/11/16 to 8/5/16

Employment Dates June 28th - August 26th (Monday - Friday 8:30am - 4:00pm) 32.5 hrs/wk

Location: Scotland Run Park (Clayton)

Wages: \$8.38 per hour

Background check will be required



The Circle of Friends is a Social/Emotional Extended School Year Program offered through the Division of Senior Services. If you have questions regarding this program, please contact Leona G. Mather, Director @ (856) 686-8330

Director

Responsibilities: Cooperates with the Director of Senior Services in executing the goals and objectives of the program. Works with the Director of Senior Services in preparing and organizing the social/ emotional curriculum and provides supervision and organization for the teachers and assistants. Maintains discipline and safety for all students. Ensures staff adherence to staff manual and all regulations and procedures of the program. Disciplines staff (teachers & assistants) when needed. Provides structure and leadership to the program staff and maintains a well-rounded program of activities designed to meet stated objectives of the program. Follows the IEP for each student and documents qualitative progress toward individual goals. Responsible for staff in-service prior to commencement of school.

Qualifications: Masters or Bachelors Degree from an accredited University. NJ State Certified Educator, Supervisor, Principal, School Social Worker or School Psychologist.

Competencies: Ability to effectively supervise teachers, assistants and volunteers. Ability to prepare daily materials for counselors. Ability to discipline counselors and volunteers when necessary. Ability to plan and conduct activities to meet student's individual needs. The emotional maturity to assume responsibility for student's health, safety and conduct. Must show a concern and liking for students as well as the ability to understand their individual needs.



Wages: \$35.00/hr

Start Date: 7/5/16

Approximate Hours:

Monday - Thursday (7:30am - 3:30pm)

*In service date: 7/8/16

Background check will be required

Certified Teachers

Responsibilities: Cooperates with Director in preparing and organizing daily activities. Supervise and organize assistants in daily school activities. Maintain discipline and safety for all students. Ensure assistant's adherence to Staff Manual and all regulations and procedures of the program and provides discipline when needed. Takes a leadership role in the classroom and responsibility for maintaining a well-rounded program of activities designed to meet individual needs stated in the IEP provided by the sending district. Instruct assistants in work or various phases of activities.

Qualifications: NJ Certified Teacher of the Handicapped - Bachelor's Degree in Special Education or NJ Certified Elementary Teacher - Bachelor's Degree in Education.

Competencies: Ability to effectively supervise assistants and volunteers in the classroom. Ability to prepare daily materials for classroom and provide leadership to class. Ability to maintain a safe and productive classroom following objectives of the program. Ability to plan and conduct activities to meet student's individual needs as stated in the provided IEP. The emotional maturity to assume responsibility for student's health and safety.



Wages: \$30.00/hr

Dates: 7/11/16 - 8/11/16

Approximate Hours:

Monday - Thursday (8am - 2:00pm)

*In service date: 7/8/16

Background check will be required

Teacher's Assistants

Responsibilities: Cooperate with Director, classroom teacher and other assistants in daily activities. Maintain discipline and safety for all students. Follow all regulations and procedures of the program. Work as a member of the "team" and contributes to the achievement of the program objectives.

Qualifications:

NJ Certified Teacher, BA Degree in Education or Special Education. Associates Degree as a Special Education Teacher Assistant or

a minimum of one year experience working with children with disabilities or currently enrolled College Student obtaining a degree in a related field or high school student with academic preparatory for college.

Competencies: Must have the emotional maturity to assume responsibility for the students in his/her care. Ability to be responsible for the student's health, safety and conduct during daily activities. Must show a concern and liking for students as well as the ability to understand their individual needs. Ability to place the needs of the students and the program ahead of personal needs.

Wages: \$12.00/hr

Dates: 7/11/16 - 8/11/16

Approximate Hours:

Monday - Thursday (8am - 2:00pm)

*In-service date: 7/8/16

Background check will be required



The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex in admission to, access to, or operations of its programs, services, activities or in its employment practices. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the EEO office at (856) 384-6903 or through the County's ADA Coordinator at (856) 384-6842 / New Jersey Relay Service 711.